

SICC MEETING MINUTES

Truman Building, Room 500

March 19, 2004

Members Present

Elizabeth Spaugh
Valeri Lane
Lisa Robbins
Gretchen Schmitz
Rick Horrell

Richard Strecker
Kathy Fuger
Leslie Elpers
Pam Byars
Susan Allen

Pamela Speer
Sherl Taylor
Joan Harter
Kris Hotchkiss
Melodie Friedebach

Members Not Present

Vicki Walker
Tracey King

DESE Staff Present

Dale Carlson
Joyce Jackman
Mary Corey

Bill Connelly
Karen Allan
Angie Nickell

Debby Parsons

Call to Order and Welcome

Elizabeth Spaugh called the meeting to order at 8:40 a.m.

Approval of SICC Minutes

Harriet Foiles indicated that a correction was needed to the reference regarding facilitator contracts on the bottom of page 2. It should indicate that facilitator contracts will end at the end of January instead of February. Susan Allen made a motion to approve the minutes as corrected. Lisa Robbins seconded the motion. Motion passed.

First Steps Budget Update

Dale Carlson handed out information regarding the budget. Dale indicated that Medicaid funds are being received. In some cases, if a family is eligible for Medicaid and has private insurance, the claim must be sent to the private insurance first. If denied, then it will be submitted to Medicaid for reimbursement. The supplemental request was reduced by \$500,000 due to better-projected information. There was discussion about the cost per child for children in the First Steps program. The House approved the \$8 million increase, but then took \$6 million out of the First Steps fund (money is not in the fund yet). If family cost participation would start around FY 06, DESE may see some significant impact from these additional dollars in the system around FY 07.

Supplemental Request

The supplemental request has been approved in the House and Senate. It will go to conference the first week in April. The First Steps supplemental was one of the few that had not changed. DESE is very confident that the supplemental will pass.

Update on Family Cost Participation

HB 1355 was presented to the Senate Education Committee this past Tuesday. There was no opposition and it appears to be moving quickly. No changes or amendments have been made to the bill at this time. This bill will create the First Steps Fund and revenues generated by this legislation will go into the First Steps system. The bill will allow the First Steps program to access private insurance, puts First Steps in statute, and creates family cost participation. DESE discussed the proposed legislation with OSEP recently. OSEP suggested some minor changes.

The SPOE RFP has gone out. There is a provision for bidders that they can employ providers and would have to submit a fixed price per month (mileage costs could be included). Leslie Elpers will lead a group of SICC members and other stakeholders to assist DESE in trying to problem solve (mileage, not enough providers, how to get providers, etc.). Those interested were asked to sign up on a sheet that was handed out. Leslie will present an update at the next SICC meeting.

Cost Containment Survey

Very few people responded to the cost containment survey. There were also a lot of undecided responses, which could mean that information is not getting to people. It was suggested that a list of definitions of terms should have been sent along with the survey. The intent of the survey was to hear from LICCs. The information is interesting, but may not be valid due to the fact that so few people responded. Kathy Fuger commended the DOHSS group for doing the survey and getting this process started. The SICC will need to determine where to go next. Joyce Jackman indicated that as part of the new First Steps changes that the CFO is making, a family module will be included (one options will the ability to do surveys). The system will be able to develop a survey (from DESE or SICC) and will be available to anyone in the First Steps system. It was suggested that the Council revisit the survey issue at a future meeting. It was also suggested to have the CFO come to the July meeting to discuss what surveying capabilities are available.

First Steps Training Update

Joyce Jackman handed out information about First Steps training. The deadline for Phase I providers is June 30, 2004, and the deadline for Phase 2 providers is December 31, 2004. All enrolled providers have until May 1, 2004, to complete the Orientation training on-line. Individuals who wish to enroll after April 1, 2004, must complete the Orientation training before they can enroll with the CFO. After July 1, 2004, individuals who enroll with the CFO have six months to complete the trainings.

There are still 53 service coordinators still needing to take training. A service coordinator training will be held in June in the St. Louis area, one will be held in July, and one sometime between August and January.

Modules 2-4 have been reduced to one-day face-to-face trainings. CISE training calendar lists trainings for Modules 2-4 that are scheduled from April 1 to June 30, 2004. Phase I providers will be given preference.

Facilitators/First Steps Consultants

The facilitator contracts were to end at the end of January. DESE was able to extend two contracts until the end of May for a limited amount of time (limited number of hours per month, about half the regular time). The two areas are the southwest and the southeast. There is a new contract with SSD (able to contract through a school district without having to go through competitive bids). Hope to have RFP out in the next week or two. There will be a 4-6 week response time. Hope these contracts will begin July 1. The northwest area does not have a facilitator. The area will be covered with the new First Steps Consultants contracts.

Annual Performance Report

Debby Parsons indicated that the SICC must submit an annual report to OSEP. Last year the SICC had the option to include the improvement plan in the performance report. DESE has not received a response from OSEP on our Improvement Plan at this time. The SICC can either write their own report, or adopt the report that DESE is working on.

Mary Corey indicated that DESE received the final copy of the OSEP requirements in February (short timeline). OSEP has changed the Components and Indicators to Questions and Probes. The Questions and Probes in the document came directly from OSEP. OSEP is trying to combine annual reports into one performance report. Under each Probe or Question, DESE has to address six areas:

1. Baseline/Trend Data 02-03—not a complete year of data from the new system.
2. Targets that DESE has set for 02-03—must relate back to the self-assessment and improvement plan.
3. Progress or slippage for 02-03—majority of progress was implementation of the new program.
4. Future targets for 03-04 and onward—coincides with the improvement plan that was submitted in 2003.
5. Future activities to achieve projected targets/results.
6. Projected timelines and resources for future targets.

Mary Corey reviewed the Draft Annual Performance Report with the SICC. DESE is considering the 2002-03 data as the baseline data.

- GS 2 - The SICC recommended to DESE a minor change.
- GS 4 - The SICC did not agree with the statement that there are sufficient providers. Although, if you do the math there appear to be sufficient providers, but in actuality there are shortages. Since mileage has been an issue, that helps explain the shortages. It was suggested that this target be broken out by administrators, service coordinators, service providers, etc. Lack of training could also help explain the shortages.

Working Lunch – Continue d discussion of the Performance Report

- CC 1 – At a future date, the SICC needs to discuss having a standard way to assess children to determine their eligibility. The SICC would like to have the disproportionality information broken out by county and brought to a future SICC meeting, but this information does not need to be included in this report. It was suggested to add a statement about the differences between urban and rural.
- CC 2 – The SICC was not comfortable with the national data. A statement could be included in the report.
- CF – Include a statement that the information is not available in this section (is also included in the introduction).
- CE 2 – Need to answer the question about identification of all children’s needs a bit better. Need to look at ways of collecting this type of information. Information about the family module could be included.
- CE 3 – A concern was expressed about lack of oversight of providers.
- CE 5 – There will be a data managers meeting in August. One of the questions that need to be discussed is “How to evaluate outcomes?”.
- CV – There is an effort underway to push for an electronic integrated data system. This is something that multiple state agencies would be able to use.

Lisa Robbins made a motion that once these changes were made, the SICC members would receive an electronic version, review, and then e-mail DESE if okay or if further suggestions. If okay, Elizabeth and Valeri will sign off on the report. Susan Allen seconded the motion. Motion passed.

Role of SICC

Melodie Friedebach indicated that the lead agency (DESE) basically has the responsibility of ensuring that all required components are being done. Melodie went through the list of these required components for DESE (see handout). Melodie also went through the functions of the SICC. The council has the responsibility of advising and assisting DESE. Melodie indicated that she has sat on numerous councils and panels and that each one has a slightly different way of carrying out their functions. Melodie indicated that it is how much time and commitment that the council wants to put into this by assigning subcommittees, having more frequent meetings, reviewing drafts, assisting in preparing drafts, conference calls, etc. The SICC can decide how it wants to assist DESE and on what priorities. DESE has certain guidelines that they must also work under, which must be taken into consideration. Melodie felt that DESE currently has the following priorities as lead agency that need to be worked on over the next several months. These priorities are

1. Interagency agreements
2. Legislation for family cost participation - will need to write regulations
3. RFP – standards of practice and early intervention – determine what are the qualitative items that make up a good IFSP
4. Parent survey (top of list – hope to have it out before the next SICC meeting) (Need to send out to SICC with a deadline to provide input)
5. Appropriate referrals (money used to evaluate kids who should not be referred)
6. Monitoring system (some plans to work with a national expert in August on focused monitoring)
7. Monitor the affects of the new RFP
8. Training for the new SPOEs
9. Monitor the implementation of the new data system

10. Training (credentialing system/points system)
11. Developing SPOE directors as leaders
12. Provider system
13. Cost containment
14. Short 4-5 page philosophy document (see handout from Virginia's information)

Melodie asked that the SICC review the list of priorities and at the next meeting indicate which items they would like to provide input on. Valeri Lane suggested that DESE review their list of priorities at each meeting. The Council could then decide on which items to assist with and which items to let DESE handle.

Sunshine Law

Melodie handed out Sunshine Law booklets and indicated that this Council does fall under these guidelines. Anytime the SICC is invited to engage in a meeting it is subject to the Sunshine Law.

- Meetings, records, votes, etc. are open to the public. (pg 5)
- Meeting notice timelines (pg 6) (It is posted at DESE and on the web.)
- Penalties for violating Sunshine Law (pg 8)
- FAQ (pg 9) can have closed records
- Luncheon meetings are subject to Sunshine Law (pg 10)
- Required to take minutes at meetings (pg 17)

First Steps Day

The Franklin/Gasconade County LICC has worked with Angie Nickell in getting the First Steps in Missouri Day (signing proclamation on April 22) on April 24 (implement activities around these dates to promote awareness). DESE will send out further information on time, etc.

SPOE directors would like to meet the day before every other SICC meeting. Their next meeting will be May 13. DESE will send out additional information.

Adjourn

Sue Allen made a motion to adjourn the meeting. Lisa Robbins seconded the motion. Motion passed. Meeting adjourned at 3:00 p.m.